

PROPOSED REVISION OF REGULATION

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Present:

Maintain the central administrative files and headquarters mail and courier service.

Proposed:

Provide headquarters mail and courier service.

NOTE TO ACCOMPANY THE REVISED REGULATION

1. The Agency Correspondence Manual provides for the preparation of a yellow tissue copy of outgoing correspondence for inclusion in a central administrative file. The file is maintained, in accordance with Regulation

by the General Services Office.

2. Effective immediately the preparation of this administrative file copy and the maintenance of the file by the General Services Office will be discontinued.

3. The material presently contained in the file will be transferred to the CIA Records Center. Reference to this material will be available by calling